

PUBLIC NOTICE

MAYOR'S COMMITTEE FOR PEOPLE WITH DISABILITIES

AGENDA

6:30 P.M., December 13, 2010

CITY HALL, CITY HALL CAFETERIA

Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459

- 1. Guest Speaker:** Debby Smith, Outreach Coordinator for Perkins Braille and Talking Book Library
- 2. Minutes:** Consider approval of the minutes from the November 8, 2010 meeting of the Mayor's Committee for People with Disabilities
- 3. Project Report:** CDBG funded access projects including discussion of announcements of available funding for FY12 funds
- 4. Nomination Subcommittee:** January elections
- 5. Report:** Report on the activities of the Fair Housing Committee by Girard Plante
- 6. Report:** Members and public report on any issues of non-compliance in the City which are then forwarded to the Inspectional Services Department
- 7. Other Business**

Next Meetings: January 10, February 14, March 14

The location of this meeting is handicap accessible, and reasonable accommodations will be provided to persons requiring assistance. If you have a special accommodation need, please contact Kathleen Cahill by phone at (617) 796-1125, by email at kcahill@newtonma.gov or via TDD/TTY at (617) 796-1089.



Perkins School for the Blind Braille & Talking Book Library

175 North Beacon Street
Watertown, MA 02472-2790

Phone: 1-800-852-3133 or 617-972-7240

Website: www.perkinslibrary.org **Fax:** 617-972-7363

Email: library@perkins.org **TTY:** 617-972-7690

Application for Free Library Service for Individuals

Please Print or Type:

Name: _____
First Middle Initial Last

Address: _____

City: _____ County: _____ State: _____

Zip: _____ Home Phone: (____) _____

Work Phone: (____) _____ Cell Phone: (____) _____

Date of Birth (mm/dd/yyyy): _____ Gender: _____

Email (optional): _____

Contact Person: Please give the name of a person to contact if we cannot reach you:

Name: _____

Phone: (____) _____

Relationship to patron: _____

Email (optional): _____

Eligibility and Certification

Please indicate the disability preventing you from reading standard print. A certifying authority must sign the Authorization Form on the back page.

_____ **Blindness:** Vision 20/200 or less, or visual field 20 degrees or less.

_____ **Visual Impairment:** Unable to read for long periods of time with correction.

_____ **Physical Disability:** Unable to hold a book or turn pages.

_____ **Reading Disability:** Unable to read standard print as a result of an organic dysfunction; requires a signature from a medical doctor or doctor of osteopathy on the Authorization Form.

_____ **Deaf/Blindness**

Hearing Impairment: If you have a hearing impairment, please indicate the degree of hearing loss:

_____ **Moderate:** Some difficulty hearing and understanding speech.

_____ **Profound:** Cannot hear or understand speech.

By law, service preference is given to veterans. Please check here if you were honorably discharged from the United States armed forces: _____

Playback Equipment and Accessories

Playback equipment and accessories are supplied to eligible persons on extended loan. If this equipment is not being used in conjunction with audio reading material provided by the Library of Congress, it must be returned to the Perkins Library.

_____ **Talking books on digital cartridge and a digital player.** Easy to use digital player plays Library of Congress books on cartridges.

_____ **Braille and Audio Reading Download (BARD).** Instructions are provided on how to register and download talking books over the Internet from the BARD website to use with the digital player.

_____ **Talking books on cassette and a cassette player.** The cassette player plays tapes at 15/16 ips, 4-track Library of Congress format. Needed for older titles and magazines.

Special accessories for playback equipment are available; please check those needed:

_____ **Headphones:** Solely for those readers who could not otherwise listen to talking books.

_____ **Pillowphone:** Solely for readers restricted to bed.

_____ **Extension levers:** Assists readers with limited use of their hands in operating the standard cassette player controls.

These special accessories for the playback equipment require a special application which will be sent to you:

_____ **Amplifier:** Solely for use by readers with profound hearing loss.

_____ **Remote control:** Assists readers with limited use of their hands in turning the standard cassette machine on and off.

_____ **Breath switch:** For use with the remote control unit for readers who have little or no use of their hands.

Library Services

- ____ **NEWSLINE Service:** telephone and online newspaper service.
- ____ **Braille books and magazines.**
- ____ **Large print books.**
- ____ Specialized programs and services for **children and teens.**
- ____ **Described VHS Videos:** videos with added narration (for VCR).
- ____ **Described DVDs:** videos with added narration (for DVD player).
- ____ **Magazines:** a complete list of available magazines will be sent.
- ____ **Web-Braille:** downloadable braille files.
- ____ **Music:** How-to instructional recordings, braille or large print music scores and music magazines are available. Recorded music for listening is not provided.

Foreign Language Materials

The Library has a small collection of audio books in a variety of languages. If other than English, please indicate your preferred language(s): _____

____ Books in English are acceptable if not available in the above language(s).

____ Please send books in the above language(s) only.

Education and Reading Level

Please indicate the highest level of education completed:

Currently a student in grade _____ Some high school _____

High school graduate _____ College graduate _____

Reading comprehension level (if known) _____

Reading Preferences

Book Content: Please indicate if you do not wish to receive books that contain:

____ Strong language ____ Violence ____ Explicit descriptions of sex

____ Other: _____

____ **Title Selection:** Please check here if you prefer to request specific titles from the Library's bi-monthly catalogue and do not wish Library staff to select books for you. (NOTE: There is no need to mark your areas of interest on the following list.)

____ **Interest Selection:** Please check here if you would like Library staff to select books for you on a regular basis according to your areas of interest, in addition to books you specifically request. For best results, number your priority interests on the following list in order of preference.

<input type="checkbox"/> Adventure	<input type="checkbox"/> Gay Interest	<input type="checkbox"/> Personal Finance
<input type="checkbox"/> African-American Interest	<input type="checkbox"/> Gothic Novels	<input type="checkbox"/> Philosophy
<input type="checkbox"/> Aging & Retirement	<input type="checkbox"/> Hispanic Interest	<input type="checkbox"/> Poetry
<input type="checkbox"/> Animals	<input type="checkbox"/> Historical Fiction	<input type="checkbox"/> Politics & Government
<input type="checkbox"/> Autobiographies	<input type="checkbox"/> History, U.S.	<input type="checkbox"/> Psychology
<input type="checkbox"/> Bestsellers – Fiction	<input type="checkbox"/> History, World	<input type="checkbox"/> Religion
<input type="checkbox"/> Bestsellers – Nonfiction	<input type="checkbox"/> Horror	<input type="checkbox"/> Romance
<input type="checkbox"/> Bible & Bible Stories	<input type="checkbox"/> Humor	<input type="checkbox"/> Science
<input type="checkbox"/> Biographies	<input type="checkbox"/> Inspirational Reading	<input type="checkbox"/> Science Fiction
<input type="checkbox"/> Business & Finance	<input type="checkbox"/> Jewish Interest	<input type="checkbox"/> Sea Stories
<input type="checkbox"/> Classics	<input type="checkbox"/> Lesbian Interest	<input type="checkbox"/> Short Stories
<input type="checkbox"/> Computers	<input type="checkbox"/> Marriage/Family & Sex	<input type="checkbox"/> Sports (specify):
<input type="checkbox"/> Contemporary Issues	<input type="checkbox"/> Massachusetts Interest	<input type="checkbox"/> Spy & Espionage
<input type="checkbox"/> Cooking & Homemaking	<input type="checkbox"/> Medicine & Health	<input type="checkbox"/> Suspense
<input type="checkbox"/> Disability Issues	<input type="checkbox"/> Movies, Radio & TV	<input type="checkbox"/> Technology
<input type="checkbox"/> Environment & Ecology	<input type="checkbox"/> Mystery	<input type="checkbox"/> Travel
<input type="checkbox"/> Family Stories	<input type="checkbox"/> Native American Interest	<input type="checkbox"/> True Crime
<input type="checkbox"/> Fantasy	<input type="checkbox"/> Nature	<input type="checkbox"/> War Stories
<input type="checkbox"/> Fine Arts	<input type="checkbox"/> New England Interest	<input type="checkbox"/> Westerns
<input type="checkbox"/> Fitness & Nutrition	<input type="checkbox"/> Occult	<input type="checkbox"/> Women's Issues

Other reading interests: _____

Favorite authors: _____

Authorization Form

To be completed by a certifying authority. In the case of a Reading Disability, certifying authority must be a medical doctor or a doctor of osteopathy.

I certify that the applicant is unable to read or use standard print materials for the reason(s) indicated on the front of this application.

Signature: _____ Date: _____

Name: _____ Phone: (____) _____

Title/Occupation: _____

Address: _____

City/State/Zip: _____

Email: _____

Please return completed application to the Perkins Braille & Talking Book Library.

Records relating to recipients of Library of Congress reading materials are confidential. Information provided on this application form will not be released to other individuals, institutions, or agencies.

MAYOR'S COMMITTEE FOR PEOPLE WITH DISABILITIES MINUTES

October 18, 2010 City Hall, Rm 209, 6:30 p.m.
1000 Commonwealth Avenue, Newton, Massachusetts 02459

Members Present:

Jane Brown
Rob Caruso, Co-Chair
Lucie Chansky
Jini Fairley
Rosemary Larking
Heather Platt
Girard Plante, Co-Chair

Staff Present:

Kathleen Cahill, Community Development Senior Planner
David Olson, City Clerk
Amy Yuhasz, Associate Director for Housing and Community Development

Public Present:

Gary Alpert

Regrets:

Jeff Hutter
Barbara Lischinsky
Jason Rosenberg

R. Caruso called the meeting to order at 6:30 p.m. and notified all in attendance that the meeting was being audio recorded.

1. **Minutes:** Consider approval of the minutes from the October 18, 2010 meeting of the Mayor's Committee for People with Disabilities

J. Brown moved that the minutes be approved. H. Platt seconded the motion and the Board voted 6-0-0 to approve the minutes.

2. **Discussion and Recommendations:** David Koses, Transportation Planner requesting a handicap parking space on Jackson Road in the vicinity of the Jackson Homestead; Alderman Linsky requesting an evaluation of the potential modification to the handicapped space on Madison Avenue created by TC2-09; Lois Maisel requesting handicap parking space in front of 434 Lowell Avenue; and Diane Cotting requesting a handicap parking space in front of 4 Hovey Street.

The Committee discussed the proposed handicap parking space on Jackson Road. Members had concerns about locating the spot on this road (on the opposite side of the Museum) because of the large amount of traffic on Jackson Road. In additional concern of the Committee is that the door that would serve the proposed handicap space is not accessible to people who use a wheelchair. Both Community Preservation funds and Community Development Block Grant Access funds have been allocated to improve the accessibility of the Museum building. R. Larking made a motion that the request for the handicap parking space be reconsidered once the accessible improvements to the Jackson Homestead have been completed or are near completion. J. Brown seconded the motion and the Board voted 7-0-0 to revisit the request for a handicap parking space for the Jackson Homestead after renovations to the building have been completed.

The Committee discussed Alderman Linsky's request for an evaluation of the potential modification to the handicap space on Madison Avenue created by TC2-09. When the original request for a handicap space on Walnut Street came before the Committee (TC2-09) the recommendation to the Traffic Council called for the installation of two handicap spaces located on either side of the crosswalk on Walnut Street. The Traffic Council voted to located one space on Madison Avenue, perpendicular to Walnut Street. Members of the Committee indicated that this space is very difficult to find. L. Chanksy made a motion to convert the handicap parking space on Madison Avenue to a standard space and re-issue the Committee's original recommendation that two handicap spaces be located on Walnut Street. G. Plante seconded the motion and the Committee voted 7-0-0 to approve the recommendation.

The Committee discussed Lois Maisel's request for a handicap parking space in front of 434 Lowell Avenue. L. Chanksy made a motion to recommend a handicap parking space in front of 434 Lowell and if this location was not possible due to overall parking restrictions the handicap space should be located directly across the street from 434 Lowell Avenue. H. Platt seconded the motion and the Committee voted 6-1-0 to recommend the handicap parking space in front of 434 Lowell Avenue.

The Committee considered Diane Cotting's request for a handicap parking space in front of 4 Hovey Street which members believed was a well suited location. L. Chansky made a motion that a handicap parking space be installed in front of 4 Hovey Street; the exact location to be determined by the Traffic Council. Girard seconded the motion and the Committee voted 5-0-0 to recommend the handicap parking space in front of 434 Lowell Avenue (two members were otherwise disposed and unable to vote on this item).

3. Project Report: CDBG funded access projects including discussion of announcements of available funding for Access Project TBD (CD1103H)

K. Cahill stated that she received a quote of \$8,800 for the installation of four accessible buttons, a stub pole, and the removal of a crosswalk at Washington Street by the Newton-Wellesley Hospital. The general consensus of the Committee was to move forward with this priority intersection.

Staff was notified that the Mayor will be scheduling a meeting with the co-chairs to discuss accessible improvements at Washington and Commonwealth Avenue. During this meeting the Mayor will also discuss the plans for a transition from a Committee to a Commission. Committee members wondered if the Police Department had calculated how much the City receives in handicap parking violation funds. This figure has been estimated at \$300,000 (annually).

The general consensus of the Committee is that the funding for accessible improvements at Washington and Commonwealth Avenue should come from the City's general revenue. CDBG funds should only be utilized if other funds are not available.

K. Cahill mentioned that staff has been receiving inquiries about the availability of CDBG access funds. It seems best to announce the availability of funding for these types of projects. This would include: \$8,000 in FY11 to be determined funds, \$8,000 in FY12 funds to be determined funds and \$5,000 in cancelled projects funds (the Crystal Lake Accessible Pathway project (FY12) was cancelled due to lack of movement on the execution of the Master Plan). The consensus of the Committee was to wait until decisions were made about the proposed accessible improvements at Washington and Commonwealth Avenue before issuing this announcement. K. Cahill also mentioned that the Newton Community Service Center has recently announced plans to sell the Bibbo Center on Cherry Street. A total of \$27,100 in FY13 CDBG access was allocated to the installation of a lift in the Bibbo Center. If this building is sold the project will be cancelled.

The Committee agreed to revisit the announcement of available funding at their December 13 meeting. Members agreed that an additional meeting could be scheduled in January to review applications, if necessary.

4. Other Business: Update on member meeting with NCDF

R. Larking provided a summary of her meeting with the Newton Community Development Foundation. In addition to R. Larking R. Caruso and K. Cahill also

attended the meeting. The policies and procedures for tenant grievances and reasonable accommodations were reviewed at the meeting. The grievance process begins with the Assistant Property Manager (Marissa) and if the tenant is not satisfied with this result they have the opportunity to speak with the Executive Director. If this meeting does not resolve the situation to the satisfaction of the tenant they then have the right to appeal to the organization's Board of Directors. The reasonable accommodation process was also reviewed. This process includes meeting with Ruth Apfelbaum in order to file a request for a reasonable accommodation. NCDF has thirty days to respond to this request.

R. Larking plans to file a request for a reasonable accommodation to have her air conditioner removed and to request that notices be displayed on the bulletin board at a lower level. Rosemary has also submitted a letter requesting that NCDF refrain from sharing the letter she received from NCDF scheduling this meeting based on the fact that the content of the letter does not reflect her tenure.

R. Larking, K. Cahill and R. Caruso all reviewed NCDF's policy with regards to the heat and air conditioning. NCDF is required to run the heat from September 15 through June 15. NCDF will only veer from this policy if 100 percent of the Warren House tenants provide consent to turn off the heat before June 15 (in the event of a warm spring) or turn on the heat later than September 15 (in the event of a warm fall).

K. Cahill mentioned that Jeanne Strickland, the Executive Director of CAN-DO took note of this item on the Mayor's Committee's agenda. Although Ms. Strickland refrained from attending the meeting because she did not want to affect the Committee's ability to discuss the item openly she did want to communicate to the Committee that she would be happy to attend and collaborate with members at any point.

5. Report: Report on the activities of the Fair Housing Committee by Girard Plante

G. Plante debriefed the Mayor's Committee on the work of the Fair Housing Committee. The Fair Housing Committee is planning to hold a public hearing on the draft accessibility report which is scheduled to be completed by the City Accessibility Consultant, Barbara Chandler, December 6. The Mayor's Committee for People with Disabilities as well as the general public will have the opportunity to make comments on the draft plan.

The Fair Housing Committee will be focusing on education, outreach and training over the next fiscal year. Last week a landlord resource fair was held at Lasell College. The resource fair offered information on lead based paint removal and Section 8 Vouchers to landlords. The fair was very well attended and the Fair Housing Committee hopes to repeat the event annually.

6. Report: Report on latest meeting of the Design Review Team by Rob Caruso.

R. Caruso reported on the Design Review Team (DRT) meeting during which CAN-DO presented their proposed project - 61 Pearl Street. The project involves the conversion of 4 units into 3 units of affordable, rental housing. The ground floor unit will be accessible to people with mobility impairments. The Committee received an email from Mr. Lepie which raised concern over the units' cost.

A. Yuhasz explained that the DRT meeting was the first step in a review process that will involve several opportunities for public input. The Newton Housing Partnership meets this week and the members of the Partnership will be weighing the cost of constructing the units against the benefits of generating affordable housing. Mr. Lepie's email was also sent to the members of both the Housing Partnership and the Planning and Development Board. The Partnership's recommendation will go before the Planning and Development Board, which is another opportunity for the public to weigh in about the proposed project.

7. Other Business: webpage update, holiday party and guest invitation for other meetings.

The Committee members have decided to review websites of communities with disability commissions in order to garner ideas to improve Newton's webpage for the Mayor's Committee for People with Disabilities. H. Platt reviewed her research on the Watertown Disability Commission's webpage. The website includes: a dining guide on accessible restaurants, information on disability awareness training conducted by the Commission, a link to an article on new federal accessibility regulations, and information on additional resources in addition to minutes and agendas. Waltham's webpage for their Commission included basic information on the members of the Commission.

The Committee decided to have a small party at December meeting.

Debby Smith, the Outreach Coordinator at the Perkins Braille and Talking Book Library has offered to attend the December meeting of the Committee. Members agreed that this would be an interesting and informative guest speaker. The Committee would also like to invite someone from the Carroll Center to speak at a future meeting.

Meeting adjourned at 9:15 p.m.

Mayor's Committee for People with Disabilities
CDBG Access Projects Report
November 8, 2010

Accessible Pedestrian Signals (Project CD10-03D. Expended, \$7,818; Budget balance: \$17,995; CD10-03D). Centre St. and Centre Ave. is a priority intersection; however it is on-hold pending a final decision by the Newton Corner Advisory Committee. The MCPD has requested that APS improvements at Washington St. and Commonwealth Ave. be made by the City. Other priority locations submitted to traffic engineering include: Washington and Beacon as well as Washington Street by Newton-Wellesley Hospital. Work at Washington Street by Newton-Wellesley Hospital will begin next Spring.

Charlesbank Playground (Project CD0903C. Budget balance, \$30,000). Phase I includes new play equipment and swings on top of rubberized safety surfacing, a new accessible entrance ramp, accessible benches and picnic tables, and planting of new trees and shrubs. CDBG access funds will pay for the accessible entrance ramp. The project is 80% complete – all walkways, new sidewalks and the ramp have been installed as well as the play equipment and the rubberized safety surfacing. Handrails for the ramp still need to be installed and the area needs to be seeded.

Curb Cuts (Project CD1003C, Expended \$31,414 Budget balance, \$131,417, Project CD1103G Budget: \$78,000). Five curb cuts were completed at Crafts @ Watertown Street. Traffic Engineer evaluating design for Walnut @ Newtonville and @ Austin Street. Ward Aldermen and abutters notified of changes to Lowell @ Washington. Initially concerns were raised by two abutters. Although City staff followed-up with these abutters no project modifications requests were made.

Retrofitting Curb Cuts (Project CD0903E, Budget balance, \$6,000). A total of 7 locations (Homer Street, Beacon St. @ Dalton, Centre Green @ Langley, 1188 Centre Green, 82 Lincoln Street, 100 Walnut Street, 28 Commonwealth St) (19 curb cuts) were fitted with tactile warnings. Project 100% complete. Awaiting final labor bill from DPW (expected this month).

Nahanton Accessible Pathway and Handicap Parking Space (CDR09-03, Budget balance: \$30,000)

Project includes retrofitting park for handicap accessibility through the construction of an accessible pathway and the addition of a van accessible parking space. Construction began mid-September. Accessible pathway complete, HP space installed (no striping), water mitigation work still needs to be completed.

Newton Community Service Center – Auditorium Ramp (CD11-03E, Budget balance: 5,000). Construction of an accessible ramp in the auditorium of the organization's Waltham Street location. NCSC reviewing and making changes to schedule of construction internally before agreement is executed.

Historic Newton/The Jackson Homestead – Archives Preservation and Access (CD1103F, Budget balance \$40,000). Construction of an accessible ramp into the entrance of the Jackson Homestead. Design work being finalized.

Project(s) to be Determined (CD1103H, Budget balance \$8,000). These are unallocated funds reserved for projects recommended for funding by the MCPD on a rolling basis.

Mayor's Committee for People with Disabilities

Statement of Mission and Organizational Structure

Purpose and Mission

The Mayor's Committee for People with Disabilities (MCPD, Committee) mission is to foster equal access to community life and activities for people with disabilities. Through education and advocacy, the Committee works to raise awareness about the needs and rights of people with disabilities and the importance of increased accessibility to programs, housing, and facilities in municipal and commercial buildings, and other public entities.

Committee Responsibilities

The Committee vigorously promotes adherence by the City of Newton, its businesses and citizens, to the Americans with Disabilities Act and the regulations of the Massachusetts Architectural Access Board, and all other related Federal and state laws and regulations that require access and/or prohibit discrimination against people with disabilities.

The Committee provides advice on access issues to those requesting it whenever possible.

The Committee reviews applications from local residents for accessible parking spaces in residential neighborhoods and reports its findings to the City Traffic Council and the Aldermanic Public Safety and Transportation Committee.

The Committee investigates complaints regarding access problems in local commercial establishments and then notifies the business in question if there is a violation of access regulations and request corrections.

The Committee meets each year with officials from the Department of Public Works concerning the need for improved snow removal from sidewalks and curb cuts and for more consistent care regarding sidewalk obstructions during demolition and construction projects.

The Committee makes recommendations for use of more than \$150,000 each year in Community Development Block Grant funds for projects that remove architectural barriers and increase accessibility everywhere in the City. Since the beginning of the block grant program, the Committee has recommended the expenditure of approximately three million dollars in access projects to benefit people with disabilities, and create a more welcoming environment in the City of Newton.

Membership

Members shall be persons interested in promoting the mission outlined above and include residents, representatives of organizations, businesses and institutions which are based in Newton and serve the need of Newton residents. Such interested persons are urged to attend 2 to 3 MCPD meetings and let the Committee know if they are interested in becoming a member.

A majority of the members shall be people with disabilities and/or close relatives and/or guardians of those with disabilities. Members of the Committee are volunteers and do not receive financial compensation for their service.

Committee members shall vote on a new member and send their recommendation to the Mayor. The Mayor appoints members for a term of three years.

The Committee encourages its members to undergo training by the Massachusetts Office on Disability to qualify them as access monitors to review access issues in public accommodations, municipal buildings and public facilities, parks, and playgrounds.

Number, Appointment, Term, and Removal

The MCPD shall consist of between 9 and 15 members appointed by the Mayor. Members shall serve for a term of three (3) years. Members may serve three terms and step off the Committee for a minimum of one (1) year before applying to serve again. A member may resign by delivering his or her written resignation to one of the MCPD co-chairs. Such resignation shall be effective immediately.

The Nominating Committee shall periodically review the active participation of its membership. Members who have attended fewer than four monthly MCPD meetings over any twelve month period shall be contacted by one of the MCPD co-chairs or other person designated by the Co-chairs regarding their interest in continuing as members. Members whose attendance continues to fall below that level for a second year shall be asked by the MCPD Co-chairs to tender a letter of resignation.

Nominating Committee, Chair and Vice Chair, or Co-Chairs, Elections

The Nominating Committee (NC) shall be comprised of 2 to 3 Committee members and shall communicate with members to determine interest of members in serving as Chair and Vice Chair, or Co-Chairs. The NC will present their findings to the Committee and facilitate the election process. Elections for the Chair and Vice Chair, or Co-Chairs shall be held in January. The Chair and Vice Chair, or Co-Chairs shall serve a term of one (1) year and may be re-elected by the Committee members to serve further terms.

The Chair and Vice Chair, or Co-Chairs are elected by the members of the Committee following the Nominating Committee process. The Chair and Vice Chair, or Co-chairs will either rotate the facilitation of the MCPD meetings or determine if one person has a preference to this task. The person facilitating the meetings will adhere in general to Robert's Rules of Order, and run the meeting in a respectful manner such that all Committee members are encouraged to participate. The person running the meeting shall reserve his/her comments until the end of the discussion.

He/she/they shall represent the Committee at other meetings or designate another Committee member to do so. He/she/they shall write letters as determined by the Committee or designate another Committee member to do so. He/she/they can be a member of a sub-committee but should allow another member to chair it in order to promote leadership.

Voting Rights

At every regular or special meeting of the MCPD, each member shall be entitled to one (1) vote on each matter submitted for a vote of the MCPD, unless voting would be in violation of conflict of interest laws. Members must be present to vote, or may submit their vote in writing, including via e-mail, in advance of the matter if the matter being scheduled for a vote has been previously discussed at a Committee meeting.

Meetings and Minutes:

The MCPD shall meet monthly unless there is no scheduled business for that month. Notwithstanding this, the MCPD shall hold no fewer than eight (8) regular meetings per year.

Minutes shall be kept of each meeting. Minutes of meetings shall contain date, place, members, present and member absent, actions taken and identification of the person taking minutes.

Minutes shall be forward to MCPD members for review at least five (5) business days prior to the next scheduled meeting.

Recommendations or other decisions in the name of the MCPD shall be made only when a quorum (a majority of the current members) is in attendance and eligible to vote. Whenever possible, recommendations and decisions shall be made by consensus. Such actions shall be reflected in the meeting minutes, and shall be conveyed in writing to the intended recipient official or agency if one is so mentioned.

There shall be no regular or special meeting of the MCPD unless notice has been give to the public at least forty-eight (48) hours in advance of said meeting, in accordance with the General Laws of the Commonwealth.

Sub-Committees:

The MCPD shall have sub-committees which work, as needed, toward its goal of enhancing accessibility in the City, including but not limited to:

- Monitoring/Access
- Nominating
- Public Education
- Public Works (Snow, etc.)
- Transportation

The sub-committees will meet on an as-needed basis. Other committees may be created as needed. Sub-committee chairs are appointed by the MCPD Chair/Co-Chair with consensus from Committee members.

Conflict of Interest and Open Meeting Laws.

All activities of the MCPD and its members shall be in compliance with the letter and spirit of the Open Meeting Law (23B of Ch. 39, MGL) and conflict of interest laws (e.g. Ch 268A, MGL) A member must disclose to the MCPD any conflict of interest in any matter being considered by the MCPD and shall not participate in any manner in the proceedings dealing with that matter except as may be permitted by law.

Amendments

Adoption of this statement shall be by a two-thirds (2/3) vote of the MCPD members. Any part or all of this statement may be altered, amended or repealed by a two-thirds (2/3) vote of the MCPD members present at a regular or special meeting of the MCPD duly called for that purpose, provided that notice for such meeting was mailed to the MCPD no less than five (5) business days before such meeting.

This document was adopted by the MCPD on March 17, 2008

Beverly Droz
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